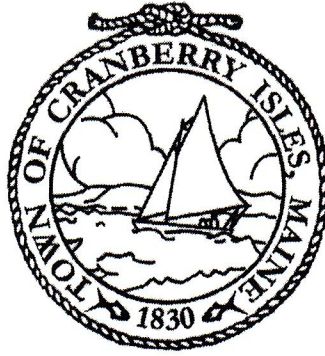


BOARD OF SELECTMEN

RICHARD F. BEAL , CHAIRMAN

SALLY A. B. ROWAN

CHRISTOPHER L. HATHAWAY



MUNICIPAL ADVISORY COMMISSION

M. DONALD, P. DONALD

R. AXELROD, L. PRATT, C. DUGGAN

C. WHITE, K. WHITNEY

TOWN CLERK / TREASURER

DENISE Mc CORMICK

ADMINISTRATIVE ASSISTANT

TO THE SELECTMEN

JAMES FORTUNE

MEETING NOTICE

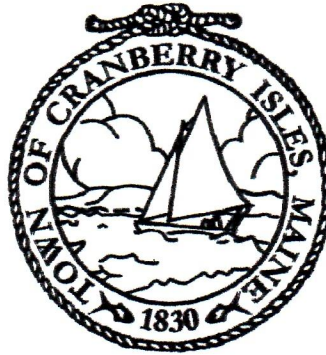
The Cranberry Isles Board of Selectmen will conduct a regular meeting on Tuesday January 4th, 2011 at 8:45 AM at the Cranberry Community Center on Great Cranberry Island.

AGENDA

- I. Call to Order
- II. Review / Approval of Previous Meeting Minutes
- III. Review / Signing Financial Warrants
- IV. Correspondence
- V. Appointments
 - A. Municipal Advisory Commission Liaison
 - B. Fire Wardens for Little Cranberry Island and Great Cranberry Island
 - C. Registrar of Voters
- VI. Old Business
 - A. Review Budget and Warrant Articles for Annual Town Meeting
- VII. New Business
 - A. Discussion about the Town Office
 - B. Vote by the Board of Selectmen to except the resignation of Sally Rowan
- VIII. Other Business
- IX. Audience Communications
- X. Adjournment

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**Board of Selectmen's Meeting Minutes
January 04, 2011
Great Cranberry Island Community Center**

Attendance:

Richard Beal, Chairman, BOS
Sally Rowan, BOS
Christopher Hathaway, BOS
James Fortune, Administrative Assistant
Denise McCormick, Town Clerk
Nanette Hadlock, Deputy Clerk
Katelyn Damon, Americorps Member
David Axelrod
Phil Whitney

I. Call to Order: 8:47 A.M. by Chairman Richard Beal.

II. Review / Approval of Previous Meeting Minutes

Sally Rowan moves to accept the December 07, 2010 Board of Selectmen's meeting minutes as written. Chris Hathaway seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

III. Review / Signing Financial Warrants

2010

Warrant # 60:	6641.34	
Warrant # 61:	4334.69	
Warrant # 62:	37,700.67	(school)
Warrant # 63:	36,061.88	
Warrant # 64:	198.52	

Total: \$ 84,937.10

2011

Warrant # 01: \$ 13,621.28

All warrants were signed by the Selectmen.

IV. Correspondence

- Patriot Insurance Company now holds the commercial liability policy for the Town Of Cranberry Isles property. Recently, a visit was made to the Manset facility for an inspection as part of the Loss Control Service they provide. A December 23, 2010 letter was received by the Town Clerk that offers suggestions to help minimize the risk of expensive losses. A response is requested within

thirty days by Patriot Insurance stating intentions towards completing these suggestions. Three recommendations are as follows:

1. **Marsh Building Roof:** There are several missing asphalt shingles; second floor displaying water damage. It is recommended that the roofs be inspected regularly by a qualified contractor or maintenance person; any needed repairs to be made immediately.
2. **Hardwire Smoke Detection/ Carbon Monoxide Detectors** in the second floor apartment.
3. **UL Approved Paint Cabinet:** The tenant, Cranberry Cove Boat Company, does not have a UL approved paint cabinet for its combustible liquids. It is recommended that an approved U.L. or F.M. listed storage cabinet should be provided for the containment of all flammable/combustible liquids.

The Selectmen intend to budget for inspections and temporary repairs to the Marsh building roof. An estimate is needed for re-roofing following town meeting this year. Sufficient funds for hard wiring smoke and carbon monoxide detectors in the apartment and the warehouse will be included in the town meeting warrant for the voters. The Administrative Assistant will contact Mr. Pagels of Cranberry Cove Boat Company in reference to the paint cabinets, asking him to keep the quantity of cabinets to three total, asking how much of these materials will be stored at the facility, and to get EPA safety sheets that state what is stored and how to deal with spills.

V. Appointments

A. Municipal Advisory Commission Liaison

This item will not appear on the BOS agenda until the Administrative Assistant hears from Chairman of the MAC that they are ready to recommend a nominee for the position.

B. Fire Wardens for Little Cranberry Island and Great Cranberry Island

Norman Sanborn, II is already appointed as Deputy Fire Warden on Great Cranberry Island. The Board of Selectmen appoint Roy Hadlock of Islesford as Municipal Fire Warden to the State of Maine. Mr. Hadlock will cover Sutton Island and Islesford. Written copies of fire permits are mandatory and copies should be kept on file at the Town Office.

C. Registrar of Voters

The Board of Selectmen appoints Denise McCormick as Registrar of Voters for a two year term to expire December 31, 2012.

VI. Old Business

A. Review Budget and Warrant Articles for Annual Town Meeting

The Administrative Assistant presents the Selectmen with a draft of proposed special warrant articles for the annual town meeting.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to borrow up to one-hundred and fifty thousand dollars (\$150,000.00) for the purpose of developing a plan for and constructing a new town office building on Little Cranberry Island.

Note: A basic loan calculation shows that the Town would incur a monthly mortgage payment of \$805.23 for a new town office, based on a loan amount of \$150,000.00 financed over 30 years with a 5% fixed rate. The result would be \$150,000.00 in principal repayment and \$139,883.68 in interest over the life of the loan.

Comments: Estimates have been requested for site work and building of a proposed town office. So far only one estimate has been received for the well. Selectman Beal states that the Town has received a better interest rate than 5% for loans, and that the Town does not usually borrow for more than 15 years. Interest rate will be changed to 2-4% and borrow for up to ten years. A sheet of estimated costs for the new town office is provided to the Selectmen by the Administrative Assistant. The estimates are based on a 700 square foot office space. Richard Beal and Chris Hathaway suggest that 1000 to 1200 square feet would be more feasible. Some discussion took place about the possibility of including space for a post office. Selectman Beal will look into this possibility.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to sign a three (3) year contract for the launching, handling, disconnecting, hauling, storage and maintenance of floats and associated ramps owned by and located within the Town of Cranberry Isles, Maine. Said contract to be put out to bid in the summer of 2011 and have a duration extending from the fall of 2011 through the spring of 2014.

Comments: The current contract for launching, handling, disconnecting, hauling, storage and maintenance of Island floats and associated ramps is due to expire this spring. Sally Rowan asks Jim Fortune to check to see if the contract term should state "fall of 2011 through the start of fall launching 2014", as opposed to spring of 2014. It is suggested that the contract may already cover this time frame.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to sign a three (3) year contract for the launching, handling, disconnecting, hauling, storage and maintenance of floats and associated gangways owned by the Town of Cranberry Isles, Maine and located in Southwest Harbor, Maine. Said contract to be put out to bid in the summer of 2011 and have a duration extending from the fall of 2011 through the spring of 2014.

Comments: The current contract for launching, handling, disconnecting, hauling, storage and maintenance of Manset floats and associated ramps is due to expire this spring.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to enter into a multi-year contract for sanding and the removal of snow on the public ways of Great Cranberry Island. Said contract to be put out to bid in the summer of 2011 and have duration of not less than three (3) and not more than five (5) years.

Comments: The contract for sanding and removal of snow is due to expire this spring. Selectman Beal voices concern over what the removal of snow and sanding at GCI cost the Town last year. The current contractor received \$14,091 last year for rental of his privately owned equipment, plus \$22.05 per hour for removal of snow and sanding, (Total= \$1,575, gasoline expenses paid by the contractor). At Islesford, the Town Employee who uses Town owned equipment was paid approximately \$2,000 total (hourly rate of \$20.00 per hour; plus gasoline expenses paid by the Town = \$627.21). Mr. Beal suggests that the Town budget for a truck/plow/sander for Great Cranberry Island use. All Selectmen agree to spend up to \$32,000 for the purchase of the equipment, if approved by voters at

the annual town meeting. Mr. Beal further suggests that the hourly rate for snow plowing and sanding be raised to \$24.00 per hour on both islands. Jim Fortune will prepare a warrant article.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to expend up to twelve thousand dollars (\$12,000.00) for the purchase of a tractor/front-end loader for snow removal/sanding and deicing on the public ways of Little Cranberry Island.

Comments: This item has been suggested for use at Islesford for loading sand into the sander. Currently the sand is loaded by a private contractor with his own equipment. A 20-40 hp tractor/front-end loader is recommended.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to expend up to five thousand dollars (\$5,000.00) for the purchase of glass crushing equipment, for use at the Little Cranberry Island and Great Cranberry Island solid waste facilities.

Note: Equipment would be purchased for both islands. A glass crusher will reduce solid waste disposal costs for the Town by allowing the operator of the facility to crush and grind glass that is deposited at the Little Cranberry Island solid waste facility and store the crushed material at the site for use by Town residents for inert fill material. This process will eliminate the need to transport this type of waste material off the island.

Comments: Great Cranberry Island would be added to the note part of this article. If approved, glass crushers would be purchased for both Islesford and Great Cranberry Island, up to \$5000 is estimated to cover the cost of both crushers. Questioning takes place as to where the glass could be stored at Islesford; there is room on one side of the town garage. Many suggest that the crushed glass would be used for inert fill and storage would likely not be a problem.

Proposed: To see if the voters of the Town of Cranberry Isles will appropriate and authorize the municipal officers to expend up to three thousand dollars (\$3,000.00) for design work to be performed by Kleinschmidt Associates, to develop additional options for the extension of the Town Dock at Islesford.

Note: Extending the Islesford Town Dock was identified as a long-term priority in the Docks and Harbors Safety Study conducted in 2009. The proposed project will include re-visiting and possibly modifying previous alternatives that were developed in 2010 by Kleinschmidt Associates, but rejected by the Harbor Committee, with public input in the planning process. This is important for future construction of a dock extension and for applying for grant opportunities.

Comments: It is suggested by Richard Beal to change the figure in the article up to \$6,000.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to expend up to one hundred and five thousand dollars (\$105,000.00) for capital roads projects for Islesford.

Note: Passage of this article will allocate one hundred and five thousand dollars (\$105,000.00) for road improvement projects on Islesford. The work will include repaving Co-Op Road, Main Street, and a portion of Sand Beach Road, and

engineering/design for the re-building the lower part of Main Street from the barge ramp to the intersection with Co-Op Road.

Comments: The proposed estimate is for asphalt repaving, not rebuilding of Co-Op Road, Main Street, and a portion of Sand Beach Road. Richard Beal suggests that this figure may be too low for the amount of work to be done. He suggests upping the figure of \$105,000 to \$210,000, of which \$5,000 would be for engineering and up to \$100,000 would be used for drainage and rebuilding from the barge ramp to the intersection of Co-Op Road.

There is a formal agreement in place with Acadia National Park for correction of drainage issues near the barge ramp at Islesford. Selectmen Beal requests that the article be written to ensure voters can vote up or down for amount budgeted. It is also asked that any future roadwork to include paved aprons into driveways and walkways for safety.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to expend up to eleven thousand dollars (\$11,000.00) to make necessary repairs and stain the wood siding of the warehouse and storage buildings at the Manset facility in Southwest Harbor, Maine.

Comments: M.A.C. Chairman Ron Axelrod has suggested that the figure budgeted for this project should be \$12,000. The Selectmen suggest to increase the proposed figure to \$24,000 to make necessary repairs and staining the wood siding of the Manset warehouse and storage buildings. (This increase reflects the need for re-roofing at the Manset Warehouse.) Selectmen Beal requests that the article be written to ensure voters can vote up or down for amount budgeted. It is suggested that metal roofing, as opposed to asphalt shingles, be researched. Jim Fortune will research costs for the roofing, and a more definitive figure will be presented to the voters.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to expend up to six thousand dollars (\$6,000.00) for engineering and design for a year-round drive-on dock at the Manset Facility in Southwest Harbor, Maine. Passage of this article also authorizes the municipal officers to use the funds to collaborate with the Town of Southwest Harbor for the same purpose.

Comments: To collaborate with the Town of Southwest Harbor is for necessary fees and permits, etc. to build a new dock to replace the one we have now.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to enter into a multi-year contract for grading and maintenance of the public gravel roads on Great Cranberry Island. Said contract to be put out to bid in the summer of 2011 and have duration of not less than three (3) and not more than five (5) years.

Comments: Richard Beal suggests that \$10,000 for grading and maintenance be put in the line item budget, plus \$4,000 be added to the line item budget for digging up rocks and drainage for GCI Dock parking lot.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to expend up to seventy thousand dollars

(\$70,000.00) to replace the siding on the Longfellow School building on Great Cranberry island.

Comments: This would be a Town construction project, supervised by the Town. James Fortune will double check to make sure if the cost of \$70,000 is for vinyl siding.

Proposed: To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to expend forty six thousand dollars (\$46,000.00) to extend the commuter ferry service for another year.

Comments: James Fortune is requested by the Selectmen to write a short paragraph on the commuter ferry service ridership for the annual town report. The contract will also be double checked to make sure that the commuter ferry is to run during school vacations; this would ensure that the commuter service is also available to those wishing to work off island.

The Deputy Clerk asks the Selectmen if they wish to continue with Pioneer Print, Ink of Ellsworth for printing of the town report and also for printing copies of the proposed amendments to the Land Use Ordinance for the Shorelands. Richard Beal suggests twenty four copies of the Land Use Ordinance be ordered from Pioneer Print. James Fortune will write a warrant article for the amendments. The Deputy Clerk will contact Pioneer Print this week.

VII. New Business

A. Discussion about the Town Office

Previously discussed.

B. Vote by Board of Selectmen to accept the resignation of Sally Rowan

A letter dated December 15, 2010 has been received by the Selectmen and the Town Clerk from Sally Rowan. Ms. Rowan is requesting the acceptance of her resignation from the Board of Selectman effective the 2011 Town Meeting. Richard Beal moves to accept the resignation of Sally Rowan. Chris Hathaway seconds the motion, with Sally Rowan abstaining. **Motion passes.**

VIII. Other Business

- Americorps Member Katelyn Damon presents the Selectmen with a budget for the upcoming EMT class. The estimated cost to the Town for the program is listed at \$14005.50 for ten individuals and an instructor, which includes tuition, books, house rental plus heating fuel, boat tickets, mileage, food, incidentals, and snacks.
- Katelyn Damon also asks for a \$40 donation to be made by the Town for the "Vial of Life" Program. This program provides 300 decals to be placed in residents' homes which list medications used. Ms. Damon feels that this would be very helpful to emergency response personnel when entering the home. The Selectmen agree to pay for the donation.

IX. Audience Communications

- Phil Whitney encourages the Selectmen to check with the Town Attorney about legal guidelines for use of the CIRT property at the GCI gravel pit property. There is a drawing on file at the Town Office which shows the CIRT leased property at this site. It is also reported that there is no electricity on the second floor of the CIRT house at this location.

X. Adjournment: 11:10 A.M.

Richard Beal moves to adjourn the meeting. Chris Hathaway seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**